 

**CROYDON COLLEGE**

**Requirement for the delivery of**

**Industry & T Level Placements**

**1 September 2022 – 30 June 2023**

**TENDER APPLICATION FORM**

**Tender Ref: CC-IP-2022-23-01**

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**About this form**

This form should be used to apply for the contract for the delivery of Industry Placement (IP) and T Level placement referrals to suitable employers, for students enrolled on programmes with Croydon College and Coulsdon Sixth Form College.

This form must be read in conjunction with the Tender Specification document and any Response to Clarification Requests documents published by the College on the Government’s procurement platform as document attachments under the present Tender Notice. The general link to the Government’s procurement platform is <https://www.gov.uk/contracts-finder>

You must submit your application **by Monday 15th August 2022, by 12:00 noon.** Please see Section 7 of the Tender Specification document for full guidance on submitting applications and for acceptable format of submission.

The subject line of your submission email should read: **Tender Submission – IP Placements – CC-IP-2022-23-01**.Detailed submission timescales, requirements and format are outlined in the Tender Specification document, specifically (but not limited to) Sections 2 and 7.

The full application must include the Tender Application form and any supporting documents requested by this Tender Application form.

**APPLICATION FORM CONTENTS**

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| **No.** | **Title** | **Description** | **Page** |
| 1 | Contact information | Requires some basic contact information so we can get in touch with your company about your application | 5 |
| 2 | Mandatory requirements | Requires responses and documents that are mandatory. If any question in Section 2 is not answered, your company will be disqualified from further consideration and your responses in the further sections will not be considered nor scored. | 6 |
| 3 | Policies | Requires you to confirm that you have the relevant policies in place | 12 |
| 4 | Financial and company standing | Requires evidence of financial and company standing | 13 |
| 5 | Delivery proposal | Requires your company to describe how your company would deliver the services required by this tender | 17 |
| 6 | Declaration and Certificates | Requires authorised signatures of a declaration and three certificates | 20 |

**All questions** must be answered for your application to be assessed.

Where you do not have the document or do not know the answer please write “Not available” or “Not known”. Do not leave any fields blank as doing so **may result in your application being rejected as incomplete irrespective of how minor the question is.**

Please **do not** exceed the word count limit where specified, whether writing a response in the response box or whether submitting it as a separate document. If you exceed the word count limit, any text beyond the word count limit will be ignored and will not be evaluated.

References to “you” throughout this application form are meant as references to “your organisation”, not to any specific person. Any evidence required (such as a website registration, financial standing and similar) must be for the organisation that is applying for the Tender, not for individuals, unless specifically stated in the application form.

**SECTION 1 – CONTACT INFORMATION**

Responses to this section are not included in the scoring of your application but please provide accurate data to ensure that we can get in touch with you. The responses are not scored but if they are not provided and the College is unable to contact the Tenderer, this therefore may result in disqualification.

**Scoring method: Not Scored**

|  |  |  |
| --- | --- | --- |
| **Item** | **Requirement** | **Response** |
| 1 | Organisation name |  |
| 2 | Organisation address |  |
| 3 | Organisation website address |  |
| 4 | Contact name |  |
| 5 | Contact job role |  |
| 6 | Contact e-mail |  |
| 7 | Contact telephone number |  |

“**Contact**” in this section means the staff member in your organisation whom you wish us to contact with regard to your application, such as confirmation of receipt, requests for additional information during the tender consideration stage, and the tender outcome.

When determining the Contact for your organisation for the purposes of this Section 1, please consider that this staff member should have the ability to respond to us promptly because our communications are likely to contain response deadlines.

IMPORTANT: **Please note that the certificates in Section 6 of this form must be signed by a person with the authority to sign on behalf of your organisation as the Tenderer** – i.e. this may not be the Contact specified in this Section 1, unless they do have such authority.

**SECTION 2 – MANDATORY REQUIREMENTS**

**2.1 Scoring**

**2.1.a P/F (Pass / Fail)**

* **All questions in this section are scored P/F (Pass / Fail)** for each response provided / not provided.
* Any F (fail) of any mandatory requirement will disqualify the applicant from consideration. The remaining aspects of the submitted tender will not be reviewed.
* **Please Note:** WhilstQ6a and Q6b require just a Yes / No response in this tender application, Tenderers are asked to note the expectations that the successful Tenderer will be required to comply with prior to delivery commencement, otherwise the contract may not be awarded.

**2.1.b Content scoring (0 to 4)**

This is additional scoring of selected questions, in addition to P/F scoring. For content scoring criteria see Tender Specification document, Section 8.

**Q1, Q2, Q3, Q6a, Q6b:**  Not content-scored.

**Q4, Q5 :** Content scored 0 – 4.

**2.1.c Calculation of section score:**

* Section weighting of 25% will be applied to the average content score calculated from content score of questions Q4 to Q5.
* For further details of the calculation please see the Tender Specification document, section 7.4.5.

**2.2 Please note:**

2.2.a All evidence must be clearly attributable to your company and to a date if required; e.g., screenshots must clearly show your company name; certificates must clearly show your company name and date issued, etc.

2.2.b When providing a single item of evidence to respond to more than one question please flag this up in the Response box (e.g. a combined insurance certificate).

2.2.c Where you do not have a response, please write an explanation of what you use as an alternative. Please do not exceed 50 words for each explanation.

**2.3 Questions**

|  |  |  |
| --- | --- | --- |
| **Q. No.** | **Requirement** | **Response\*** |
| 1 | Attach evidence of your company registration, clearly showing your company registration number and registration source.  OR provide evidence of a valid exemption.  *Acceptable evidence of registration is an incorporation certificate or a screenshot of a web page showing your company registration information. The following are examples of general web pages of a relevant registration source, but your evidence must clearly show the specific details of your company. A general web page link is not sufficient.*  [*https://www.gov.uk/government/organisations/companies-house*](https://www.gov.uk/government/organisations/companies-house)  [*https://www.gov.uk/find-charity-information*](https://www.gov.uk/find-charity-information) |  |
| 2 | Attach evidence of your company’s registration as a Supplier on the Government procurement platform  <https://www.gov.uk/contracts-finder>  e.g. a screenshot of your registration page.  The details in the screenshot must enable a clear identification of your company. |  |
| 3 | Attach your company’s current Employers Liability insurance certificate |  |
| 4 | Complete the tables in the Response box to confirm the volume of your IP referral delivery in 2020/21 & 2021/22 to students aged 16-18. | IP referrals  2020/21   |  |  | | --- | --- | |  |  | | No. of IP placement referrals delivered |  | | No. of employers engaged with to deliver the above |  | | No. of organisations contracts held with |  |   2021/22   |  |  | | --- | --- | | No. of IP placement referrals delivered |  | | No. of employers engaged with to deliver the above |  | | No. of organisations contracts held with |  | |
| 5 | Attach references from **two** organisations on whose behalf you delivered IP referrals in the last three years (each reference max. 1 page of A4).  Each reference should cover the following:   1. academic year in which the contract was delivered 2. number of engaged students and their age group (rounded to the next 100) 3. average duration, in hours, of each IP referral 4. subject areas covered 5. the organisation’s commentary on your company’s performance against the contracted targets 6. the organisation’s name and the contact details of the person providing the reference   *The main purpose of this question is to obtain references as to your current capacity to deliver successfully the main deliverable to the volume comparable with the volume of the present tender, preferably for FE or Sixth Form college students.*  *Therefore, if available, please provide references from such organisations that could confirm this, for as recent academic year as possible. References from companies for which you delivered a significantly lower contract volume, or that are not an FE or Sixth Form College, will be accepted.*  *References for 2020/21 or 2021/22 delivery are preferable; references for 2019/20 delivery are accepted. References for delivery before 2018/19 are not accepted and will score 0.* |  |
| 6a | Confirm that you will have evidence of DBS checks and Prevent training delivered to your staff in place, if contract is awarded, in time for the commencement of the contract delivery, in line with the following expectations:  For staff DBS checks, a statement that all those engaged with the College bid have or will have an enhanced DBS upon awarding the contract will suffice. The College reserves the right to request the evidence of this prior to the signing of the contract.  The evidence of training should demonstrate that the contents of the training ensure that “staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism and are shared by terrorist groups. They should know where and how to refer children and young people for further help”. (Source: <https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>  The evidence could include, for example, presentation slides – whether internal or external - or, if the training was delivered by an external agency and presentation slides are not available due to copyright, a link to the website of the organisation that delivered the training.  The College would also expect to see some information on how the training is delivered to ensure that new staff are trained on a timely basis. This could either be shown in the evidence, or in the policy (required under Section 3, Question 3a.)  <https://preventforfeandtraining.org.uk/frequently-asked-questions/> | Yes / No  (*delete as appropriate)* |
| 6b | Confirm that you have, or will have before the commencement of delivery, procedures in place to ensure that the funding you receive for the delivery of the services for the present contract does not lead to the inadvertent funding of extremist organisations. | Yes / No  *(Delete as appropriate)* |

**SECTION 3 – POLICIES**

**3.1 Submission requirements**

This section is not scored.

Tenderers are required to provide responses in the application form to confirm that they have the policies in place.

The successful Tenderer will be required to submit their policies prior to the contract being issued. If the successful Tenderer has an annual turnover of £36 million or more, in addition to the policies below they will also be required to submit evidence of having published their Modern Slavery Statement. The College will at that point review them to ensure that they are adequate for the service. If not adequate, the Tenderer will be required to amend their policy and/or explain any differences or concerns to the College’s satisfaction, otherwise the contract may not be awarded.

|  |  |  |
| --- | --- | --- |
| **Q. No.** | **Requirement** | **Does your organisation have this policy? (Please write “Yes” or “No” in the response box)\*** |
| 1 | Health & Safety at Work Policy, including RIDDOR policy |  |
| 2 | Equality and Diversity Policy |  |
| 3 | Prevent policy  The policy should also include evidence that new staff receive Prevent training on a timely basis, unless this is already covered by your response to Section 2, Question 14a. |  |
| 4 | Safeguarding Children and Vulnerable Adults Policy |  |
| 5 | DBS policy |  |
| 6 | Information Security and Data Protection Policy  Ensure that it covers all GDPR aspects and software, hardware devices, physical parameters, human resource, information/data, access control, standards for combatting cyber attacks, etc., within its scope. |  |
| 7 | ALS Policy or policy for supporting students with learning difficulties and or disability |  |
| 8 | Complaints policy |  |
| 9 | Environmental and sustainability policy |  |

**SECTION 4 – FINANCIAL AND COMPANY STANDING**

**4.1 Scoring**

**4.1.a Content scoring (0 to 4)**

For content scoring criteria see Tender Specification document, Section 8.

**Question-specific scoring approach:**

**Q1 and Q2**:Each content-scored 0 to 4.

**Q3 to Q6n:**

* If the Tenderer provides satisfactory responses to **all** these questions, they will be awarded one joint content-score of 4 for these questions.
  + **Satisfactory responses meaning:** “Yes” to Q5a and Q5b. “No” to Q3, Q4 and all sub-questions under Q6.
* If the Tenderer is unable to provide a satisfactory response to any of these questions, the Tenderer is required to attach a statement (total length 500 words max.) that provides an explanation for any of the questions where a satisfactory response could not be provided. The statement will be content-scored 0 to 4 and this will be the resulting joint content-score for Q3 to Q6n.

**Q7 to Q8c:**

* Not scored.
* Tenderers are required to provide responses in the application form to confirm whether they have the insurance / compliance processes in place.
* The successful Tenderer will be required to submit evidence of this prior to the contract being issued. The College will at that point review the evidence to ensure that it is adequate for the service. If not adequate, the Tenderer will be required to rectify this and/or explain any differences or concerns to the College’s satisfaction, otherwise the contract may not be awarded.

**4.1.b Calculation of section score:**

* Section weighting of 25% will be applied to the average content score calculated from content score of all scored questions.
* For further details of the calculation please see the Tender Specification document, section 7.4.5.

**4.2 Please note:**

4.2.a In addition to checking the information and documents submitted for this section, once Tenderers have been shortlisted for contract consideration, the College will run an external credit check of the shortlisted Tenderers and the outcome will be taken into consideration when deciding between shortlisted Tenderers on contract award. A favourable financial health assessment by the ESFA or another third party, if held by the Tenderer, is a basic expectation and does not replace the College’s independent checks.

4.2.b Where you do not have a response, please write an explanation of what you use as an alternative.

4.2.c The word count limit for each response is 100 words – whether the response relates to further information or to providing an explanation why a standard response is not available.

**4.3 Questions**

|  |  |  |
| --- | --- | --- |
| **Q.No.** | **Requirement** | **Response** |
| 1 | Attach your accounts for the past 2 years  Your accounts should be audited. If your accounts are not audited please confirm why – e.g. if your annual turnover is below the requirement to have audited accounts.  Or, if your accounts are unavailable, attach a statement of your turnover, profit and loss account and cash flows for the past 2 years of trading. |  |
| 2 | Attach your Contingency Plan.  This must include planning for learners in the event that you need to withdraw from the contract arrangements or go into liquidation or administration. |  |
| 3 | Have you had any contracts terminated for poor performance in the last three years or any contracts where damages have been claimed by the contracting partner?  (This relates to any contracts that you may have had, not just IP referrals). |  |
| 4 | Have you, in the past 3 years, received funds for training that you subsequently did not deliver?  (This relates to any contracts that you may have had, not just IP referrals). |  |
| 5a | Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year? |  |
| 5b | Has your organisation met all its obligations to pay its creditors and staff during the past year? |  |
| 6 Do any of the following apply to your organisation or any of its directors / partners? | | |
| 6a | a. Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, a subject to relevant proceeding?  Has your organisation passed a resolution, or is it in the process of passing a resolution in the next 6 months (or the course has made an order) to wind up or liquidate the company, or have administrators been appointed or are in the process to be appointed in the next 6 months? |  |
| 6b | Has been convicted of a criminal offence related to business or professional conduct? |  |
| 6c | Has committed an act of gross misconduct in the case of business? |  |
| 6d | Has not fulfilled obligations related to pay of social security obligations |  |
| 6e | Has not fulfilled obligations related to payment of taxes |  |
| 6f | Is guilty of serious misrepresentation in supplying information |  |
| 6g | Is not in possession of relevant licences or membership of an appropriate organisation where required in law |  |
| 6h | Is, or was in the past, on the Disqualified Directors list as reported by the Companies House website? (If yes please specify dates and reason). |  |
| 6i | Are there, to your knowledge, any circumstances (for example, do you and the College have common directors or ownership) which might lead to an actual or perceived conflict of interest? |  |
| 6j | Does your organisation have, or has had at any point in the past 3 years, an above-average risk warning from a credit agency? |  |
| 6k | Are your latest statutory accounts overdue, or were your statutory accounts overdue at any point in the past 3 years? |  |
| 6l | Has, in the past 3 years, an allegation of fraud been made against your organisation? |  |
| 6m | Does your organisation, or any of its directors, or any other person who has powers of representation, decision or control of you as the applicant, fall into any of the “criteria for rejection of organisations seeking funding, set out in the Public Contracts Regulations 2015”, or is classed as a high risk provider as specified in the ESFA document “Funding higher risk organisations and subcontractors policy”, updated 20 June 2022?  Before answering this question, all applicants are requested to refer to the document above, available on web link:  <https://www.gov.uk/government/publications/esfa-policy-on-funding-higher-risk-organisations-and-subcontractors> |  |
| 6n | Is, or was in the past 3 years, your financial health rated as Inadequate? |  |
| 7 | Does your organisation have a Public Liability insurance certificate in place? |  |
| 8 Does your organisation comply with the following requirements? | | |
| 8a | Complying with the requirements under Cabinet Office Procurement Policy Note 09/14 – Use of Cyber Essentials Scheme certification, or any subsequent updated document. |  |
| 8b | Having in place and maintaining physical security, in line with those outlined in ISO/IEC 27002 including, but not limited to, entry control mechanisms (e.g. door access) to premises and sensitive areas |  |
| 8c | Using secure transfer methods for physical and electronic transfer of data, systems for physical or electronic encryption, certified to FIPS 140-2 standard or a similar method approved for ESFA data |  |

**SECTION 5 – DELIVERY PROPOSAL**

**5.1 Scoring**

**5.1.a Content scoring (0 to 4)**

**Q1a to Q5**

* Content for responses to all questions in this section is scored 0 to 4 as per Section 8 of the Tender Specification document.

**5.1.b Calculation of section score**

* Section weighting of 50% will be applied to the average content score calculated from content score of all scored questions.
* For further details of the calculation please see the Tender Specification document, section 7.4.5.

**5.2 Please note**

5.2.a The word count limit for the response to each question is 200 words. Please treat each subsection as a separate question, i.e. there is a word limit of 200 for 1a, 1b, 1c etc. each. Please do not exceed the word count limit, whether writing a response in the response box or whether submitting it as a separate document. If you exceed the word count limit, the text above the word count limit will be ignored and will not be included in consideration.

**5.3 Questions**

|  |  |  |
| --- | --- | --- |
| **Item** | **Requirement** | **Response** |
| 1a | How will you ensure your team has a smooth transition and integration into the College’s IP team activities to enable effective interaction and alignment between both teams? |  |
| 1b | How will your team establish effective communication with College management team, including senior management, curriculum team and the College IP manager? |  |
| 1c | How will you ensure the proposed IP engagement profile (for 110 IP referrals in total) suits the College September 2022 recruitment profile, whilst maintaining overall College expectations? |  |
| 1d | How will you ensure the proposed T Level engagement profile (for 55 T level referrals in total) suits the College’s September 2023 indicative recruitment profile, whilst maintaining overall College expectations? |  |
| 2a | How will you prepare the College students (both Croydon and Coulsdon sites) for engaging with the IP programme, and what activities will you put in place to promote the completion of the full IP hours? |  |
| 2b | How will you prepare the College students (both sites) for recognising good measures of health and safety, safeguarding practices, and enabling them to link employability skills to their study programme? |  |
| 2c | How will you prepare employers in recognising and supporting the need for students to complete the full IP and/or T Level hours? |  |
| 2d | How will you prepare employers for recognising their duties towards health and safety and safeguarding practices whilst students are in their care? And how will you enable employers to facilitate the link of employability skills into the students’ study programme? |  |
| 3a | Provide details of your intention of regular reporting to provide detailed monitoring that give confidence in meeting curriculum team, College IP manager and College senior management expectations. |  |
| 3b | The College uses a specific programme, Navigate, to monitor and track students’ engagement and preparation for IP to evidence activities to the funding boards. Have you used such a programme and are you willing to integrate your recording information into such system? If the answer is no, provide details of your own recording systems. |  |
| 3c | Explain how you will address, and keep the college informed, of any shortfalls in student Active Engagement or in sourcing of employers, and what potential remedial action you will take, to ensure you continue to meet the overall College target. |  |
| 4a | Provide an example of a report on how you will evaluate your performance in relation to active participation and IP duration and completion per curriculum area and overall college performance. |  |
| 4b | Explain what your measures of successful performance will be, other than the expectation to achieve the required active engagement. What are your benchmarks of excellent, good or poor performance? |  |
| 4c | Provide an example of a report / survey related to seeking students’ and employers’ feedback on their IP experience, both per curriculum area and overall college performance. |  |
| 4d | Explain what your measures of successful experience will be. What are your benchmarks of excellent, good or poor experience, including response rates? |  |
| 4e | Explain, giving examples of how you will seek opportunities to celebrate students’ experience and raise the College profile in celebrating IP engagement. |  |
| 5 | Attach a copy of any externally acknowledged relevant certification(s) held by your company, such as Matrix or Career Mark.  If you do not have one please confirm if your company is currently working towards one or not, and if yes, what is the expected certification date. |  |

**SECTION 6 – DECLARATION AND CERTIFICATES**

**6a. DECLARATION OF ACCURACY AND COMPLETENESS**

This document must be signed by a person with the authority to sign on behalf of your organisation as the Tenderer, and returned with your completed questionnaire.

Electronic or scanned signatures are acceptable but it is not acceptable just to type in a name in the signature box. If any document in Section 6 is not signed and/or dated this will automatically disqualify the Tenderer from further consideration.

Tender for the delivery of:

Referrals for Industry & T Level Placements

1st September 2022 – 30th June 2023

Croydon College

College Road

CROYDON

CR9 1DX

**Declaration:**

I/We certify that the information supplied in this application is complete and accurate to the best of my/our knowledge and belief.

I/We understand that it is a criminal offence punishable by fine or imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. Any such action would empower the College to cancel any contract in force.

|  |  |
| --- | --- |
| Signed |  |
| Name (print) |  |
| Position |  |
| For and on behalf of (company name) |  |
| Date |  |

# 6b. COLLUSIVE TENDERING CERTIFICATE

This document must be signed by a person with the authority to sign on behalf of your organisation as the Tenderer, and returned with your completed questionnaire.

Electronic or scanned signatures are acceptable but it is not acceptable just to type in a name in the signature box. If any document in Section 6 is not signed and/or dated this will automatically disqualify the Tenderer from further consideration.

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Croydon College

College Road

CROYDON

CR9 1DX

The essence of selective tendering is that the Croydon College shall receive bona fide competitive tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide tender, intended to be competitive and that I/we have not fixed or adjusted the amount of the tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that:

(a) I/We have not entered into, nor know of, any agreement or arrangement with any other person that is intended to, or will have the effect of, preventing, restricting, or distorting the competitiveness of this tender process; and

(b) I/We am/are not aware of any investigations or pending investigations by the Office of Fair Trading, or other relevant body, into suspected anti-competitive behaviour affecting this tender process or my/our business in general.

I/We also certify that I/we have not done and undertake that I/we will not do at any time any of the following acts:

(a) communicating to a person other than Croydon College the amount or approximate amount of my/our proposed tender (other than in confidence in order to obtain quotations necessary for the preparation of the tender for insurance); or

(b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; or

(c) offering or agreeing to pay or to give or paying any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the services any act or omission.

|  |  |
| --- | --- |
| Signed |  |
| Name (print) |  |
| Position |  |
| For and on behalf of (company name) |  |
| Date |  |

# 6c. CANVASSING CERTIFICATE

This document must be signed by a person with the authority to sign on behalf of your organisation as the Tenderer, and returned with your completed questionnaire.

Electronic or scanned signatures are acceptable but it is not acceptable just to type in a name in the signature box. If any document in Section 6 is not signed and/or dated this will automatically disqualify the Tenderer from further consideration.

Tender for the delivery of:

Referrals for Industry & T Level Placements

1st September 2022 – 30th June 2023

Croydon College

College Road

CROYDON

CR9 1DX

I/We hereby certify that I/we have not canvassed or solicited any Member, officer or employee of Croydon College in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in future canvass or solicit any member, officer or employee of Croydon College in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by me/us or acting on my/our behalf will do any such act.

|  |  |
| --- | --- |
| Signed |  |
| Name (print) |  |
| Position |  |
| For and on behalf of (company name) |  |
| Date |  |

# 6d. USE OF ESFA FUNDING CERTIFICATE

This document must be signed by a person with the authority to sign on behalf of your organisation as the Tenderer, and returned with your completed questionnaire.

Electronic or scanned signatures are acceptable but it is not acceptable just to type in a name in the signature box. If any document in Section 6 is not signed and/or dated this will automatically disqualify the Tenderer from further consideration.

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Croydon College

College Road

CROYDON

CR9 1DX

I/We hereby certify that I/we will not use ESFA funding, if awarded to us by the College through the present contract, to make bids for, or claims from, any European funding on our own behalf or on the College’s behalf, and that I/we will not use payments made by the College under this contract as match funding to finance ESF co-financing projects.

|  |  |
| --- | --- |
| Signed |  |
| Name (print) |  |
| Position |  |
| For and on behalf of (company name) |  |
| Date |  |